

# Information Management (IM) Board Meeting Summary January 24, 2002

## Agenda

### 10:00 - 10:05 Introduction

- Review agenda (Griffin)
- Review action items (Griffin)

### 10:05 - 10:30 IM Services Reports (Griffin)

- Status
- Performance Measures
- Entrust
- Principles review and approval
- CIO Centralization/Consolidation of Services

### 10:30 - 10:50 IM Project Reports

- Status (Griffin/Hughes/Centeno)
- OA Report on IMSC (Talamini)
- Champions' Report on IMSC (Alleva/Stodolsky)

### 10:50 - 11:00 IM Board Reports

- CIAG Monthly Report (Dilworth)
- Security Report (Toy)

### 11:00 - 11:30 PME Status (Rasar)

- External Review Status (Rasar)

## Meeting Attendees

Name		Role	Organization	Contact #	Attendance
Griffin	Ted	Exec. Sec.	SC-65	3-4556	Local
Alleva	John	Member	SC-64	3-5212	Local
Baker	Melea	Member	ESMT	3-7486	Local
Baker	Brent	Attendee	SC-65	3-2345	Local
Beall	Jeanne	Attendee	SC-65	3-4587	Local
Briscoe	Vianna	Member Backup	OAK	510-637-1742	Phone
Buswell	Steve	Member	SC-7	6-9741	Phone
Clay	Mitzi	Attendee	SC-62	3-3717	Local
Coronado	Mark	Ex Officio Member Backup	Richland	509-372-4100	Phone
Dilworth	Greg	Member	SC-17	3-2873	Local
Farrand	Sue	Attendee	SC-65	3-1884	Local
Flynn	Kelly	Attendee	SC-65	3-3193	Local
Forsythe	Todd	Attendee	SC-65	3-6409	Local
Hughes	Gene	Attendee	SC-65	3-5409	Local
Rice	Pat	Attendee	SC-65	3-4556	Local

Name		Role	Organization	Contact #	Attendance
Rangwala	Sabeena	Attendee	METEC	3-4681	Local
Sauter	John	Member Backup	SC-55	3-3287	Local
Talamini	Karen	Member	SC-14	3-4563	Local
Toy	Stacy	Security Advisor Backup	SC-80	3-9548	Local
Vann	Larry	Ex Officio Member	CH	630-252-2875	Phone
Woods	Bob	Member	SC-22	3-4801	Local
Yockman	Dick	Attendee	SC-65	3-3394	Local

## Meeting Summary

### Review agenda and action items

Mr. Griffin reviewed the action items from the November meeting and reported that all actions have been completed.

- ?? Present Flexi-place costs to Dr. Johnson and Dr. Decker. (Griffin)
- ?? Use the original language developed for the performance measures and not the summary versions. (Griffin)
- ?? Identify the cause of e-mail downtime in SC-31 as reported by Ms. Scott. (Griffin)
- ?? Identify the requirement for the number of characters in a system password. (Griffin)
- ?? Provide comments on the Charters/Process review to Ted Griffin by December 27, 2001. (Board Members)

The next IM Board meeting is planned for Thursday, February 28, 2002.

### Fiscal year (FY) Information Management (IM) Services Reports

Informational reports on the each of the IM Services, Entrust, and the CIO Centralization/ Consolidation of Services were made and the Office of Science Headquarters IM Principles were reviewed. The Board approved the Principles, but reserved the right to re-review them based on the results of the external review.

The IM&T Division is still assuming an \$8 million dollar budget, although the final budget still has not been approved. John Alleva agreed to speak with Mike Riches on this matter so a decision can be reached.

The SC-5 SC homepage redesign support is currently on hold; the Board agreed to begin the redesign with SC-7. Mr. Griffin will notify SC-5 of this change.

Mr. Griffin gave an informational report on the IM performance measures with no actions.

## **FY 02 IM Project Reports**

Ted Griffin reviewed the schedule for all FY 2002 projects. He noted that based on Organization Administrator (OA) recommendation, SC-65 has reassigned resources to complete the refinement of EWM 1.0 before new development (especially on additional versions of EWM) continues.

The IM Board will be provided a revised Operation Plan at the next meeting. In addition, a joint meeting may be planned among the OAs, Customer Information Advisory Group (CIAG), and the IM Board to discuss the decision-making process of the groups.

Informational reports on IMSC were made with no actions.

## **IM Board Reports**

Informational reports on CIAG and Security were made with no actions.

## **PME/External Review Status**

Ms. Rasar was unavailable.

## **Action Items**

- ?? Contact M. Riches on the IM&T budget (J. Alleva)
- ?? Notify SC-5 of homepage redesign schedule change (T. Griffin)
- ?? Provide revised Operation Plan to Board members at the February meeting (T. Griffin)